The Field Museum

Natural News

Weekly Staff Newsletter
September 10, 1999

Sounds from the Vaults gets rave reviews

To: John McCarter
From: Petra Sierwald

The **Sounds from the Vaults** exhibit is absolutely phantastic, a completely NEW KIND of exhibit. I have never seen anything like it. It gives our phrase, "It's for Real," a new meaning because the interactives are not models, but the real thing. This exhibit must become permanent!

The presentation (the chalkboard at the entrance for example) is just great. The instrument arrangement, the colors, the lighting seem to resemble a museum collection. Due to the clever arrangement of instruments and the push or touch buttons each visitor is alone with the instrument for a short while.

The exhibit gives the impression that I secretly sneaked by the guards and into the museum's anthropology collection and am now playing the instruments in the middle of the night, one after the other, all by myself. This ambience makes the experience so exciting.

The statement at the beginning of the exhibit about how our mission statement is connected to the exhibit is outstanding. The purpose of our collections is well demonstrated. I am so impressed that we got the real artists to play the instruments—again, The Field Museum is for real, not a theme park.

I am sure I will find more things to rave about when I go through it again. For example I did not spend that much time on the computer stations (because they were all busy during the staff preview!).

Congratulations to all who worked on the exhibit!

Sincere apologies

Several staff members who contributed greatly to the success of Sounds from the Vaults were accidentally not included in last week's note. **Eric Manabat** was instrumental in the detail drawings and successful installation of the artifacts. **John Petreikis** and **Lance Kirsch** produced and installed the graphics. **Melissa Johnson** was involved with the editing of the workstation archives.

Many, many thanks to all and profound apologies!

Submitted by **Sophia Shaw** and **Rich Faron**

FIELD NOTES

Week of September 13

Staff/Volunteer Events

Tae Bo class
Monday, 5 p.m., Gorund Floor East

Aerobics Class
- Tuesday, 5 p.m., Ground Floor East
- Thursday, 5 p.m., Classroom A

Softball
- Wednesday after work
  Call John Petreikis at ext. 7340
  for details/directions

The **Natural News** is edited by Rodger Patience in the Development Department. Call ext. 7286 or e-mail *patience* with stories, news, events, or any item of interest to the Museum community.

Deadline for each week's issue is Tuesday at noon.

STAFF CHANGES

Peter Laraba's goin' to Carolina

Peter Laraba has accepted a position in management in the Education department at the North Carolina Museum of History in Raleigh and will be leaving the Museum on September 17. Peter will have the opportunity to develop and direct programs for children and the public, train staff and volunteers, develop and administer budgets, and in his spare time see if any dinosaurs have frequented the Raleigh area in the last 70,000,000 years.

Peter has been a valuable part of the Education department for eleven years and has guided us through the opening of Life Over Time, the Brachiosaurus, and now SUE. He has written and developed materials for the public and educators, and made hundreds of presentations to teachers, families, students, and colleagues.

We will host a reception for him with cake and refreshments on Thursday, September 16 in Lecture Hall 2, from 3:30 to 5 p.m., and invite the staff to stop by and wish Peter good luck in North Carolina.

Submitted by Phil Hanson

New manager in Housekeeping

Please join Public Services in welcoming John Von Kerens to his new position as manager of the Housekeeping department. John assumed his new position on September 7, 1999. John brings many years of housekeeping experience to the Museum, having held numerous management and technical support positions in his 14-year career with ServiceMaster.

He has worked at The American University, George Mason University, and George Washington University. At GWU, he was the Director of Housekeeping, Grounds, and Transportation. His special events experience at GWU are very similar to the activities at the Museum.

John represented ServiceMaster at Harvard Business School during the development of a course entitled "Achieving Breakthrough Service." He has also been featured in *School and College* magazine's "Facility Manager." He is a 1986 graduate of Illinois State University. John and his wife Lety reside in Downers Grove with their two children, Paxson and Anna-Victoria.

Submitted by Diane White

New developments in the Development staff

Three new staff members have joined the Development department in the last couple of weeks. Please join us in welcoming them to the Museum.

Melissa Lee is our new prospect research manager, coming to us from St. Xavier University. She will be working closely with all of the fundraising staff as we identify prospective donors for a broad range of capital and programmatic initiatives. Melissa can be reached at ext. 7122.

Karrie Leung, a recent graduate of the University of Kansas, is our new development associate, working with Anne Haskel in Sponsorships and International Development. Karrie can be reached at ext. 7788.

Maria Stevens is the new secretary for Willard White, Steve Hines, and Susan VandenBosch. She comes to us after serving as a temporary employee in the Membership department for several months. Maria is at ext. 7789.

You will notice as you visit the Development office that we have had to create new work areas where none existed before. Though the fit is tight, we are pleased to have so many new faces among us.

Submitted by Willard White

GUIDELINES FOR EMERGENCY MUSEUM CLOSING

Under unusual circumstances (severe weather, systems failures, etc.), the Museum administration may make a decision to close the Museum. The following individuals have the authority to make such a decision: President, Vice President Finance & Administration, Director of Public Services, Director of Human Resources. If none of the above individuals should be at the Museum, the Public Services Officer of the Day has the responsibility of contacting one of the above individuals to consult about closing the Museum. Should the Officer of the Day not be able to reach any of the above people, the Officer of the Day may make the decision to close.

I. Museum Closes Early

The following procedures should be followed when a decision has been made to close the Museum early.

1. The Public Services Administrative Assistant or Public Services Officer of the Day will contact a representative of each Museum department to advise them of the closing. All departments should designate an individual to be responsible for communicating the closing information to department staff, volunteers, and other appropriate individuals. It is the responsibility of the department to handle any departmental operations issues arising from closing of the building: equipment, computers, after hours events, notification of clients, vendors, donors, or others as necessary.

2. The Director of Public Services and/or the Public Services Officer of the Day will coordinate with the Education, Special Events, and Development Departments and check the Museum-wide event calendar regarding after hours programming and/or events. Any special needs or questions should be directed to the Public Services Officer of the Day.

3. The Security Console will contact the Director of Public Relations or in her absence the Media Relations Manager. The Director of PR will notify the appropriate news and other agencies of the closing. PR is the only authorized department to communicate such information to the media.

4. The Security Console Operator will contact the Museum Campus and other area institutions. The Museum Campus contact person will notify the trolley company and other campus institutions.

5. When the decision is made to close the Museum early, it is our practice to compensate staff *who are at work (physically in the Museum)* for the remainder of their workday.

II. Museum Closed

The following procedures should be followed when a decision has been made not to open the Museum.

1. The Security Console Operator will call department heads. It is the responsibility of the department head to call staff, volunteers, and other appropriate individuals to notify them of the Museum closing. It is advised that all department heads maintain a list of home phone numbers for all department personnel (staff, volunteers, research associates, etc.) and develop a "calling tree" system to use in the event of a Museum closing. It is recommended that departments give Security Services a copy of their "calling tree" for use by the Security Console operator as your "calling tree" will designate primary and alternate contacts. Remember to update your calling tree on a regular basis and to give a copy to Security Services.

2. The Security Console Operator will call the Director of Auxiliary Services who will notify the owners/operators of McDonald's and the Corner Bakery. It is the responsibility of the owners/operators to notify their staff of the Museum closing. Should the Console Operator not reach the Director of Auxiliary services, the Console Operator will call the owners/operators of McDonald's and the Corner Bakery.

   Staff, volunteers, and other Museum personnel may also find out about the Museum closing in the following ways:

   a. Listening to WBBM Radio, 780 AM
   b. Calling the Security Console at 312-665-7985
   c. Calling the Museum's voice mail system at 312-665-7055

3. The Security Console will contact the Director of Public Relations or in her absence the Media Relations Manager. The Director of PR will notify the appropriate news and other agencies of the closing. PR is the only authorized department to communicate such information to the media.

4. The Security Console Operator will contact the Museum Campus and other area institutions. The Museum Campus contact person will notify the trolley company and other campus institutions.

5. The Director of Human Resources in consultation with administration will make the decision regarding staff compensation.

Note: The Security Console, extension 7985, maintains a list of the Public Services Officers of the Day. In case of an emergency, i.e. fire, medical emergency, etc. please call extension 7999.

Founders' Room Guidelines

As of August 31, 1999

The following guidelines outline the proper usage and maintenance of The Founders' Room, in agreement with the wishes of The Field Museum benefactor who has generously provided for its care:

1. **Who can use The Founders' Room?**

   The Founders' Room is restricted to events involving donors, Trustees or visiting dignitaries, as approved by the President and Institutional Advancement.

2. **What kind of meetings may be held in The Founders' Room?**

   - Quarterly Board of Trustee meetings
   - Founders' Council programs and special dinners
   - Quarterly Women's Board meetings
   - Certain events of the Auxiliary Boards
   - Other social events approved by the President or Institutional Advancement

3. **How do I reserve The Founders' Room?**

   - Call Janet Young, Development Events Coordinator, ext. 7288, regarding the nature of your event to determine if it qualifies for The Founders' Room;
   - If your event qualifies for The Founders' Room, verbally confirm availability ;
   - Once you have confirmed the room's availability, e-mail your request to Janet Young;
   - Janet Young will confirm your request through a return e-mail.

4. **How do I obtain the key to The Founders' Room for an approved event?**

   - You must present the e-mail confirmation to the Security console when requesting The Founders' Room key. Security will not release the key unless an e-mail confirmation is presented.
   - The only departments which may request The Founders' Room key without an e-mail confirmation are Housekeeping, Facility Planning & Operations, and Audio Visual.

5. **What is the proper maintenance of The Founders' Room?**

   - **The Founders' Room must be left exactly as you found it. If The Founders' Room is not left in the proper condition, you may not be able to use it in the future.**
   - Arrange with Housekeeping to break down tables and chairs.
   - Arrange with your caterer to clean all equipment and the catering kitchen.
   - Dispose of leftover food, drink, and refuse. Nothing may be left in The Founders' Room.

   NOTE: The Corner Bakery WILL NOT pick up equipment and leftover food and beverages. In accordance with The Corner Bakery contract, you must return all Corner Bakery items immediately following the conclusion of your event, or your account will be charged.

   Damage to The Founders' Room that occurs during use will be charged to your department.

6. **What is the capacity of The Founders' Room?**

   - Founders' Room foyer
     50 people for standing reception

- Chandelier Room
  100 people for standing reception
  120 people for sit-down lecture
  80 people for sit-down dinner

7. **How should set-up of The Founders' Room be arranged?**

- Arrange set-up and break-down through Housekeeping.
- Indicate requirements on your green sheet.
- Send a copy of your green sheet to Janet Young.

The Founders' Room tables, which are stored in Housekeeping, are 60" rounds seating 8-10 people. The gray Founders' Room chairs should be used for all Founders' Room events and are also stored in Housekeeping.

If you have more specific questions regarding set-up, please ask Janet Young.

8. **How do I order linens?**

When you book your event, you have two options for ordering linens:
- Order gray Founders' Room linens from Janet Young;
- Order white linens from Special Events.

The gray Founders' Room linens are designed to coincide with the decor of the Room and should be used for most events. These are ordered from BBJ Linen through Janet Young, who will charge your department via an Expense Transfer Request. BBJ's pricing breakdown is as follows:

• Banquet rectangles for 6' or 8' table	=	$10.25 each
• 120" rounds for 60" round tables	=	$16.00 each
• Linen napkins	=	$ .85 each

If you decide to use white linens from Special Events, you must request them through that department.

9. **General Dos & Don'ts**

DO call Janet Young regarding your request for The Founders' Room as far in advance as possible for your event.
DO distribute a copy of your green sheet to Janet Young whenever you are confirmed a reservation in The Founders' Room.
DO leave The Founders' Room in the condition that you found it.
DO report any maintenance or repair problems to Janet Young the moment you notice them.
DON'T serve red wine or any variety of colored berries at standing receptions. These items may be served during sit-down events **ONLY**.
DON'T forget to return The Founders' Room key to Security when your event has concluded.
DON'T attempt to sign out The Founders' Room key at the Security Console without a hard copy of your e-mail confirmation from Janet Young.
DON'T forget to return The Founders' Room key to Security when your event has concluded
AND MOST IMPORTANTLY...
DO remember that these guidelines are in accordance with the wishes of a very special Museum donor and are necessary to maintain the elegance of this unique Room.

Submitted by Willard White
Vice President, Institutional Advancement

Procedures for Stanley Field Hall Sound System

Sound System Parameters:

- 28 speakers set-up/design in a "bandwagon" fashion for a more even sound distribution
- Speakers are divided into 8 zones, to allow use ONLY in areas people occupy
- Designed specifically for speech with sound compressors and equalization added
- Limited applications for singing and band sound reproductions

Capacity In Stanley Field Hall Is Determined By The List Below:

(The area between the north clock to the bottom of the south stairs and the inner portions of the columns on the east and west sides)

- Based on table configurations:
  - with dance floor or without a dance floor
  - stage locations
  - video presentations
  - decorations
- Based on seat configurations:
  - theater style
  - aisle locations and how many
- Based on events planned on the floor
  - no seating
  - auctions
  - cocktail only

In-House Procedures:

- It is first important to obtain a floor plan of Stanley Field Hall to determine locations of the various functions you will be performing in the space.
- It is mandatory to talk-over these events with an A-V staff person to determine if these events are suitable for Stanley Field Hall and/or what sound ramifications will we encounter.
- If it is determined that your event is outside the scope of the sound system we will have On-Stage Audio, the sound company that designed/installed the system, will come in and augment the sound system to best suit your event.
- We will want a list of all the functions you will be doing in the SFH (e.g. performances, presentations etc.) to determine what additional equipment that is needed. Also we must be in direct contact of with the performers two weeks prior to the event to address their needs.
- With an event of this magnitude a contract must be signed with On-Stage Audio one month prior to your event to assure their availability.

Special Events Procedures:

- Special Events have the option of utilizing our system for sound reproduction or opting for an outside vendor.

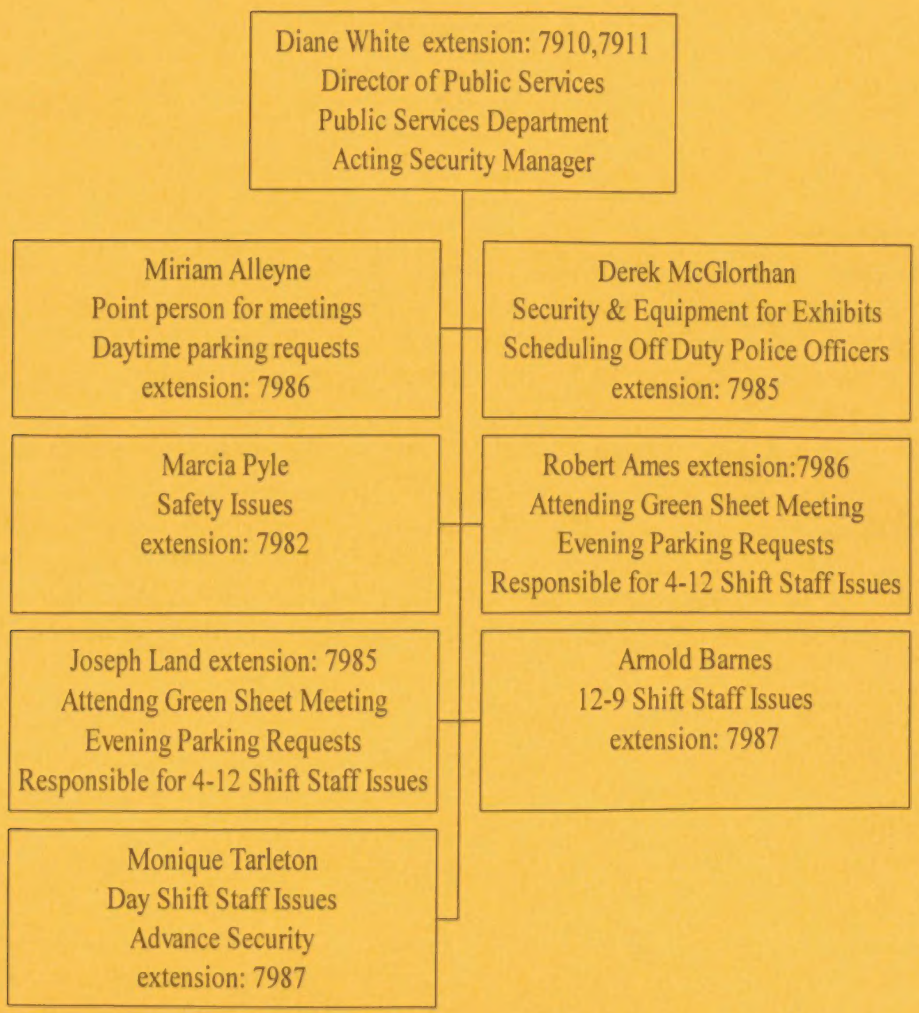
But:

No outside vendor will be allowed to tie-in to the museum sound system.
Clients, who choose not to use our sound system, will sign a waiver.

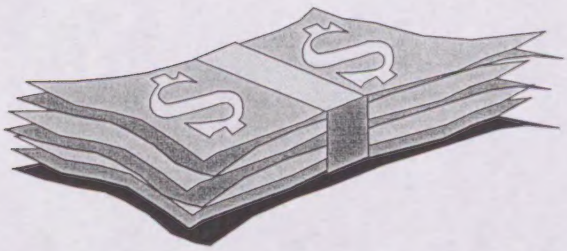
If you have any questions, please contact the Audiovisual Department at extension 7915.

Effective immediately until the Security Manager position is filled, the following is a temporary Security department structure. Please feel free to contact any of the supervisors regarding the particular area of responsibility.

SECURITY SERVICES TEMPORARY DEPARTMENT STRUCTURE



NEWS YOU CAN USE



Check cashing reminder

Beginning immediately, the long-standing rules pertaining to cashing checks at the cashier's window will be strictly enforced. They are as follows:

(1) personal checks up to $50.00
(2) payroll checks up to $700.00
(3) no third-party checks
(4) one check cashable per day/per person
(5) bank fees for personal checks returned for any reason will be charged
(6) after three returned checks, check cashing privileges will be revoked.

Submitted by Dana Brink

Kids Store under construction

The Field Trip Store in the lower level will be closed on Monday and Tuesday, September 13 and 14, and September 20 and 21. There is ceiling work being done on the sprinkler heads and HVAC in this area. Sorry for any inconvenience.

Submitted by Chris Fiene

Reminder: Staff and the use of alcohol

Within the next month, Corner Bakery will begin serving alcohol to Museum visitors. Restaurants often serve alcohol to their patrons, and Corner Bakery will now be one of those. This will be an added choice for our visitors.

However, it is the Museum's policy that staff not consume alcohol during the course of the work day. Signs of alcohol consumption or intoxication will be addressed. Thank you for your cooperation.

Submitted by Human Resources

RICHARD CANNON

Professor Crane: "It's clear that a huge extinction is going on. We're losing plants we didn't know we had."

Kew director pleads for threatened plants

BY NIGEL HAWKES, SCIENCE EDITOR

BRITAIN'S leading botanist said yesterday that concern about the rainforests is diverting attention from other threatened plant species.

Professor Peter Crane, who took over this week as Director of Kew Gardens, said: "The rainforest has had lots of press but there is still a lot left. In comparison, other areas tend to get overlooked.

"Dry habitats in tropics are particularly vulnerable. The soil is good, so with irrigation they get used for agriculture and they have large populations. The plants are often forgotten. Islands are also gravely threatened because they are isolated. And we mustn't forget British plants, either. We have to make sure our house is in order or people abroad won't listen to us."

Conservation, he said, should include the weeds of semi-arid areas such as Mexico, South West America and sub-Saharan Africa, as well as the rainforests. "It's clear that a huge extinction is going on around the world," he said. "We are losing plants we don't even know we have.

"Think of the Wollemi Pine, discovered living 120 miles from Sydney when everybody thought it was extinct. That caught the headlines but there are lots of much smaller plants we are still astonishingly ignorant about. Our scientists are describing new species all the time."

Professor Crane, 44, grew up in Kettering and studied at Reading. During one student vacation he worked in the herbarium at Kew. In 1981 he emigrated to the US, where he joined the Field Museum in Chicago as a junior curator. He rose swiftly through the ranks and for the past seven years has been academic head of the institution, responsible for its vast biological, geological and anthropological collections and for its research.

His aim for Kew, he said, was to unite the garden's public side with its scientific and conservation missions. "It's important to maintain and increase attendances because it impacts the budget and influences the perception that Kew is doing a good job."

Professor Crane's own research has focused on long-extinct plants. "Fifteen years ago we all thought that plant fossils were incredibly rare. Now we know there are lots of them, though they are tiny. You can sieve them out of sediments, where they are often preserved in the form of charcoal." He has traced the evolution of the first flowering plants during the Cretaceous period, between 140 and 70 million years ago. Plant fossils had been found in an enormous number of sites around the world, he said.

One task facing him in his new job is the completion of the Millennium Seed Bank at Wakehurst Place, West Sussex. Kew is collecting seeds from every British plant, as well as a large number of foreign specimens. "The best way to conserve plants is in their natural habitat," he said. "But the gardens or a seed bank provide an important back-up. We hope to have 10 per cent of the world's flora — 24,000 species — in the seed bank by 2010."

LINKS

www.rbgkew.org.uk/
the Kew Gardens website